

THE WHITE HOUSE TRAVEL OFFICE

WASHINGTON, DC

August 13, 2007

**TRIP OF THE PRESIDENT
TO
MONTEBELLO, QUEBEC;
KANSAS CITY, MO; AND CRAWFORD, TX
AUGUST 20-22, 2007**

Completed packets must be submitted
by
Wednesday, August 15, 2007 at 12:00 PM EST

Please direct questions concerning sign-up procedures to:

Whitney Ray
(202) 456-5233
(202) 456-6670 (fax)
WRay@who.eop.gov

*****INFORMATION IS FOR PLANNING PURPOSES ONLY—
NOT FOR PUBLICATION OR BROADCAST*****

DELIVERY OF COMPLETED PACKETS

- Please submit all filled-out, complete packets to the Lower Press Office by Wednesday, August 15, 2007 at 12:00 PM EST. All information must be submitted at one time.
- If necessary, you may fax your sign-up packet to 202-456-6670.
- **DO NOT** mail packets to the White House.

CANCELLATIONS AND CHANGES

This document is in accordance with the White House Press Corps Policies and Procedures Manual. By signing-up you agree to its terms and conditions. **Contracts have been signed with vendors on your behalf for hotel rooms, workspaces, charter aircraft, and connectivity. A written notice requesting any cancellations or changes is mandatory anytime after a sign-up form is submitted. Cancellation requests are not a guarantee that services will not be billed according to the original sign-up.** The White House Travel Office will attempt to accommodate flight cancellations when it will not impose additional costs on the other travelers.

HOTEL INFORMATION

The White House Travel Office is managing the hotel reservation process in conjunction with the U.S. Embassies in the respective countries. To sign-up for hotel accommodations, you must be traveling on the White House Press Charter for at least one leg of the trip. You will need a valid credit card during the trip, which will be used for hotel room payment. By completing the sign-up form, you will be responsible for the hotel room nights marked.

TRAVELER PROFILE (Page 4)

Note: The Traveler Profile on page 4 is for persons who have never traveled or who have not traveled since June 2007. You must set-up a billing profile with Travel Command prior to travel. A corporate credit card with a minimum of \$12,000 available credit per traveler will be accepted; a debit card, personal credit card, and checks are NOT accepted as forms of payment. This is the organization's form of payment when the trip is billed and may or may not be the same card information as the one required for the hotel sign-up. **If your organization has not set-up a profile with Travel Command, you cannot travel with the White House Press Corps. For first time travelers or those who have been delinquent in the past, \$12,000 will be held on your card prior to travel.**

FINANCIAL COMMITMENT (Pages 5-6)

Please review the attached Letter of Financial Commitment, sign the second page and return with your packet. This is required prior to travel. In addition, completing this sign-up, regardless of whether the signer is the actual individual traveling, constitutes a commitment on behalf of the represented media outlet to comply with the White House Travel Office/White House Press Corps Policies and Procedures Manual. Please contact the Travel Office for a copy of the manual.

PASSPORTS

A valid passport is required for travel on the White House press charter. **You should make arrangements to have your passport with you upon departure to turn over to Customs and Border Protection.** If you fail to turn over a valid passport to Customs and Border Protection prior to departure, you will **NOT** be permitted to board the aircraft.

If you are a US passport holder, you are not required to obtain visas for Canada. If you are not a US passport holder, you are responsible for obtaining your own visas and providing the White House Travel Office with your visa number. If any required visas are not present or your passport is not valid, you will **NOT** be permitted to board the aircraft for travel.

**UPDATED:
2007
WHITE HOUSE PRESS CORPS
TRAVELER PROFILE**

The information you provide below will be used to bill your organization for the cost of the trip and may be different than the hotel credit card information you provide.

AGENCY NAME:

TRAVELER NAME:

AGENCY ADDRESS:

BILLING CONTACT NAME:

BILLING CONTACT PHONE:

BILLING CONTACT ADDRESS:

BILLING CONTACT E-MAIL ADDRESS:

CORPORATE CREDIT CARD FORM OF

PAYMENT: MasterCard Visa American Express

BANK ASSOCIATED WITH CORPORATE CREDIT CARD:

CORPORATE CREDIT CARD ACCOUNT NUMBER:

EXPIRATION DATE (MANDATORY):

NAME ON CARD (MANDATORY):

THE WHITE HOUSE

August 13, 2007

To Whom It May Concern:

The purpose of this letter is to inform you of specific policies and procedures pertaining to traveling with the President of the United States as a credentialed member of the press. Regardless of whether your organization is a member of The White House Correspondents Association (WHCA), signing up to travel with the President of the United States of America implies a contractual agreement to abide by the policies and procedures detailed in the "White House Travel Office & White House Press Corps Travel Policies and Procedures."

Due to the large number of media organizations disputing legitimate charges, every organization is required to sign this letter as an acknowledgment and agreement of the policies and procedures set forth in "White House Travel Office & White House Press Corps Travel Policies and Procedures." A copy of the signed letter should be returned to The White House Travel Office along with the trip sign-up for the South and Central American international trip.

As a brief overview, White House press travel is funded solely through direct reimbursement from the news organizations traveling as part of the White House Press Corps. Timely billing and reimbursement are critical in ensuring future support for the White House Press Corps.

At the conclusion of an international trip, trip manifests confirmation will be sent to the press distribution list within seven days. News organizations have five business days to respond in writing with any additions, deletions, or corrections. At the conclusion of a domestic trip, trip manifests confirmation will be sent to the press distribution list within 72 hours. News organizations have five business days to respond in writing with any additions, deletions, or corrections. **If you do not receive the manifest, it is your responsibility to contact the WHTO. No response is considered an agreement.**

The five business days constitute the time in which press organizations are allowed to dispute the manifests. After the five business days, refusal to pay or reversal of credit card charges will not be permitted. Failure to pay constitutes ground for denial of access to further WHTO charters or other services arranged under the terms of this policy.

WHCA has an agreement with Travel Command to handle all billing for press expenses incurred while traveling with the President. For your reference, Travel Command's contact information is on the next page.

If you have any questions, concerns, or would like a copy of the "White House Travel Office & White House Press Corps Travel Policies and Procedures" please contact The White House Travel Office at (202) 456-5233.

With all good wishes,
Gregg T. Pitts
Director
The White House Travel Office

Travel Command
ATTN: Klara Pustkowski
411 SW Second Avenue
Suite 200
Portland, OR 97204-3403

I acknowledge that the organization, of which I am an official representative, has read and agrees to adhere to all policies and procedures detailed in the “White House Travel Office & White House Press Corps Travel Policies and Procedures,” and agrees to pay what Travel Command bills, as a condition of our travel with the President of the United States of America.

Name of Organization

Name of Signer (Print)

Signature

Date

**TRIP OF THE PRESIDENT
TO MONTEBELLO, QUEBEC;
KANSAS CITY, MO; and CRAWFORD, TX
AUGUST 20-22, 2007**

TRIP OVERVIEW

The President will travel to Montebello, Quebec; Kansas City, MO; and Crawford, TX.

The Press Schedule will be released by the White House Press Office (202) 456-2580.

PRESS CHARTER

The White House press charter is tentatively scheduled to depart from Crawford, TX on August 20th and travel to Ottawa, Ontario. The press charter will then travel to Kansas City, MO on August 21st. The press charter will return back to Crawford, TX on August 22nd.

NECESSARY DOCUMENTS TO BE COMPLETED FOR THIS TRIP:

White House Press Sign-Up Form (Pages 8-9)

The White House Travel Office will make logistical arrangements only for persons traveling on the charter. People traveling independently are responsible for their own arrangements.

CREDENTIALS (Page 9)

The White House requires credentials to access to the White House Press Filing Center and utilize ground services. Please mark the below box for White House credentials. If personnel from your organization will need access to the White House Press Filing Center at a particular stop, they must obtain a credential and will be responsible for a share of the ground cost associated. Credentials will be checked at the Press Filing Center and exceptions to this rule will not be made.

EQUIPMENT LIST (Page 10)

Please complete the equipment list included in this sign-up packet and include the approximate value of your equipment. **This is a requirement for all stops on the trip.** The White House does not keep equipment lists on file. Equipment not included on this list may not be allowed at each stop.

PASSPORTS AND VISAS

A valid passport is required for travel aboard Air Force One or the White House press charter. There are no visa requirements for American citizens for this trip. If you are not a US passport holder, you are responsible for obtaining your own visas. **Your passport will only be valid if it does not expire prior to February 2008 and has at least 3 blank visa pages (NOT amendment and endorsement pages).**

FINAL CHECKLIST (Page 12)

Please complete the Final Checklist to ensure all necessary documents have been provided.

White House Press Sign-Up Form

TRIP OF THE PRESIDENT TO MONTEBELLO, QUEBEC; KANSAS CITY, MO; and CRAWFORD, TX AUGUST 20-22, 2007

Please complete all applicable items:

Name: _____
 Social Security #: _____ Name on Card: _____
 Organization: _____ Credit Card Type: _____
 Home Phone: _____ Hotel CC Number: _____
 Business Phone: _____ Expiration Date: _____
 Fax: _____ Cell: _____
 Email: _____ Signature: _____

Billing Address (if new traveler) _____

Note: The credit card will be used as a guarantee for all hotels. Please make sure your credit card number is current and has an available credit limit of \$3,000. The White House Travel Office cannot reserve a room for you without a credit card.

1. Air Transportation (check box below for air travel)

Crawford, TX to Ottawa, Ontario	August 20	
Ottawa, Ontario to Kansas City, MO	August 21	
Kansas City, MO to Crawford, TX	August 22	

2. Accommodations

The White House Travel Office will coordinate your hotel room if you are traveling aboard the White House Press Charter for at least one leg; those traveling independently should make their own hotel arrangements.

If you check a box below, the White House Travel Office will coordinate hotel arrangements for you, and you will be responsible for payment. Check the box on the left for nights the press charter is in the respective city, or check the box in the right column for early arrivals or later departures.

Location	Charter Arrival – Departure		-OR-	Early Arrivals / Late Departures
Ottawa, Ontario	Arr. AUG 20 – Dep. AUG 21 (one night)			Arr. AUG ____ Dep. AUG ____
Kansas City, MO	Arr. AUG 21 – Dep. AUG 22 (one night)			Arr. AUG ____ Dep. AUG ____

3. Credentials

To gain access to the White House Press Filing Center, you must sign-up for a press credential. **By requesting a press credential, you will be billed accordingly for the ground costs associated with that particular stop on the trip.**

AT&T will provide wi-fi access in each filing center. Wi-fi is a shared cost among all members of the press corps who requests a credential and gain access the press filing center

Please mark with an “X” if you request a credential

Location	Credential
Ottawa, Ontario	
Kansas City, MO	

4. Workspace/Phone Line

Please indicate the number of phones and workspaces required:

Location	Workspace	Telephone	Telephone Share**
Ottawa, Ontario			
Kansas City, MO			

**Please indicate the sharing news organization

EQUIPMENT LIST
TRIP OF THE PRESIDENT
TO MONTEBELLO, QUEBEC;
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AUGUST 20-22, 2007

Name: _____

Organization: _____

Contact Number: _____

Description of Equipment	Identification Number

*Please provide detailed description of contents in large boxes.

AT&T will offer high speed internet connectivity (where the service is available and permitted) at all event site locations and pool holds determined by the White House Press Advance teams.

Wireless and Blackberries Hints:

Please make sure to check with your wireless provider to ensure your mobile device is internationally enabled to work in Canada. Got a new mobile device? Call your carrier to ensure you are enabled for international roaming.

Antivirus Software:

Please ensure that your machine is running the latest virus definition files associated with its antivirus software, as well as up to date spyware utilities. Unfamiliar with your PC? Contact your IT Department for support in these areas. Your assistance is appreciated on this matter.

Feel free to contact us at pstory@att.com with any questions or concerns you may have.

FINAL CHECKLIST
TRIP OF THE PRESIDENT
TO MONTEBELLO, QUEBEC;
KANSAS CITY, MO; and CRAWFORD, TX
AUGUST 20-22, 2007

Name: _____

Organization: _____

All traveling press must submit the following to
the Lower Press Office by
Wednesday, August 15, 2007 12:00 pm EST

- () **TRAVELER PROFILE** (if applicable) (Page 4)
For persons who have never traveled or who have not traveled since March 2007.
- () **SIGNED FINANCIAL COMMITMENT LETTER** (Pages 5-6)
- () **WHITE HOUSE PRESS SIGN-UP FORM** (Pages 8-9)
- () **EQUIPMENT LIST** (Page 10)

Signature of sign-up applicant

Date completed